

**City of Belmont
PARKS & RECREATION COMMISSION
MINUTES OF REGULAR MEETING OF JANUARY 10, 2018
One Twin Pines Lane, City Council Chambers**

CALLED TO ORDER AT 7:00 PM

COMMISSIONERS PRESENT: Foehr, Mittelstadt, Block, Fine, Cotten, Bortoli, Fox and Raddavero

COMMISSIONERS ABSENT: Michaels

STAFF PRESENT: Interim Parks and Recreation Director Schwartz,
Recreation Coordinator Cortes and Administrative
Assistant Saggau

PLEDGE OF ALLEGIANCE

Led by Chair Foehr.

COMMISSIONER ANNOUNCEMENTS/AGENDA AMENDMENTS

Youth Commissioner Fine noted the YAC (Youth Advisory Committee) is working on hosting a speaker on Teen Wellness.

A request was approved for Recreation Coordinator Cortes's presentation in Department Reports to be moved up prior to the Items of Business.

CONSENT CALENDAR

December 6, 2017 Minutes

ACTION: On a motion by Commissioner Bortoli, seconded by Commissioner Mittelstadt the minutes were approved. **Vote: 6 Commissioners and 2 Youth Commissioners in favor, Commissioners Michaels absent.**

OTHER BUSINESS/UPDATES – Department Reports

Recreation Coordinator Cortes reported on facilities and the online picnic reservation system in Active Net that was implemented in March 2017. She reviewed the picnic site locations and their features and explained the process to reserve them. The benefits of the using the online picnic reservation system were explained. The next step will be for staff to utilize facility reservations in Active Net.

Commissioners provided input and suggestions:

- Send surveys to customers following reservations
- Use 360 Video to show facilities online
- Provide plan layouts showing square footage of picnic sites and facilities

- Have facility setup forms available online

ITEMS OF BUSINESS

Evaluate the Need for a Public Arts Commission

Interim Parks and Recreation Director Schwartz reported the Ad-Hoc Committee has had one meeting and will be setting up meetings with representatives of Arts Commissions/Committees in other cities.

Commissioner Mittelstadt added the Ad-Hoc Committee has determined there is a need for some type of body for art and culture issues but will be cautious if a full Commission is needed or if these issues could be heard by the Parks & Recreation Commission to start.

Commissioner Fox noted there is a need to do more fact finding on what Belmont community members want, what exists in other communities and what Belmont needs.

Commissioner Cotten agreed more fact finding is needed and added they will also look at what happened with Belmont's former Arts Commission.

Sports Complex Synthetic Grass Field Project

Interim Parks and Recreation Director Schwarz reported the Ad-Hoc Committee took a field trip and visited four different sites with synthetic grass fields.

- Franklin Field in Burlingame
- Red Morton Field in Redwood City
- Hawes Park in Redwood City
- Highlands Field in San Carlos

He reviewed the different infield materials at these sites. He noted they were able to try out a portable pitching mound at one of the fields.

Commissioner Mittelstadt commented the Franklin Field in Burlingame was the field turf he preferred. He noted he was not pleased with the pitching mound they saw.

Commissioner Foehr agreed she preferred the field turf at Franklin Field but noted that it was recently installed when compared to some of the older fields. She added there are better quality pitching mounds available now. She stated the dirt infield at Hawes Park appeared problematic with the dirt blowing into the synthetic grass.

Commissioner Bortoli commented there needs to be consideration on how to assess when the field surface needs to be replaced.

Interim Parks and Recreation Director Schwartz noted the Franklin Field was the preferred option for entire Committee. This field material preference will be passed on to the Landscape Architect so that plans will include these products. He added it is expected this type of field surface will last a couple years longer than the eight year warranty.

Commissioners presented questions and provided comments:

- Check with other cities to find out how happy they are with their fields and find out actual costs of maintaining these fields
- Will organic cork wear down faster?
- Provide list of field trip locations and other field addresses so Commissioners may visit if interested
- Dirt infield is dangerous for soccer players
- Having different sports lines on fields is not confusing to players as some predict
- Possible to design site with a dirt infield without running into the turf
- Ask field users their preference of synthetic turf materials

Discussion of Potential Parks Use Rule Regulating E-Bicycles

Interim Parks & Recreation Director Schwartz explained this is an introduction on this topic and that no decision was expected at this time. He had received a couple calls regarding e-bikes on Water Dog Lake trails; one spoke favorably on e-bikes but the other expressed concern with speed and safety with e-bike riders.

Interim Parks & Recreation Director Schwartz showed photos of various types of e-bikes. He noted there are regulations in California on e-bikes but they only apply on streets and roadways; not on off-road trails. He provided some options for the Commission to consider but noted there should be discussion with the community before making any decisions.

Commissioners discussed and provided comments and suggestions:

- Some people would benefit from e-bikes if they are unable to ride regular bikes
- More information needs to be gathered on e-bikes
- Less safety concerns with e-bikes on paved commuter trails with better visibility
- Check with how other jurisdictions are handling e-bikes on trails
- Check existing signage on trails
- Increased popularity of e-bikes may increase trail congestion and create safety issue
- Could consider requiring pedals on e-bikes
- Bike speed is a safety concern but not limited to e-bikes
- Post information at trailheads about using My Belmont app to report problems

Consideration of an Annual Commission Calendar

Chair Foehr explained this item was placed on the agenda following a conversation she and Interim Parks and Recreation Director Schwartz had about new Commissioners and information provided to them in their Commissioner's Handbook when they start. It was discovered some cities include calendars in their Commission Handbooks so Commissioners know when to expect certain items on the agenda and can plan for them. Interim Parks and Recreation Schwartz noted this would also be helpful for staff so they know when to plan agenda items.

The Commission discussed and all expressed support for a calendar. It was decided to create a draft calendar and bring this item back to the Commission.

Introductory Discussion for Developing Open Space Acquisition Criteria

Interim Parks and Recreation Director Schwartz explained criteria for accepting open space has been a lingering question for some time. He explained in addition to creating criteria the weight of each criteria needs to be determined.

There was Commission discussion on the need for criteria for accepting open space or considering on a case-by-case basis. It was decided to prepare a draft on a basic process with factors for consideration in accepting open space and bring it back to the Commission for review. Some of the items suggested as factors for consideration include:

- Could space be used as park?
- Liabilities
- Landslide Potential
- Access
- Maintenance
- Availability for use
- Minimum space size

Commissioner Fox suggested consulting with Peninsula Open Space Trust on their process and also to consider environmental factors.

Commissioner Mittelstadt explained the history on how open space was acquired with the San Juan Open Space Trust and the possibility of having a non-profit organization pursue acquiring open space if the City is willing to accept it.

OTHER BUSINESS / UPDATES

Department Reports

Interim Parks and Recreation Director Schwartz reported on the following:

- Improvements to the Barrett Community Center
- South Field Improvements
 - Netting
 - Scoreboard Donation
- O'Donnell Park Playground
- Santa's Visit to Fire Station 14
- Newly Hired Recreation Specialist II Chris Bates

Questions and Comments

In response to Youth Commissioner Raddavero's question Interim Parks and Recreation Director Schwartz provided an estimated timeline for the hiring of the new permanent Parks and Recreation Director.

In response to Youth Commissioner Fine's question it was confirmed that Commissioners terms end in March or until the position is filled.

2018 PRIORITIES

Council Top Priorities

- Athletic Field Improvements
- Barrett Community Center Master Plan

Council Other Priorities that include Parks and Recreation

- Twin Pines Park Master Plan
- Resolve the Dog Issue at Barrett - *In Progress*
- ADA Transition Plan
- Citywide Volunteer Program
- Evaluate the Need for a Public Art Commission – *In Progress*

Commission Other Priorities

- Parks, Recreation, and Open Space Master Plan
- Department Resources and Budget
- Open Space Maintenance and Management

Completed Priority Items

- Dogs in Parks Policy
- Veterans Memorial
- Tree Ordinance Update

FUTURE AGENDA ITEMS

- Bicycle Pump Tracks
- Volunteer Coordinator Position
- Solar Projects and Energy Efficiency
- City Website Update
- Recreation Programs and Scheduling
- Sports Complex Turf Project
- Twin Pines Park Interview and Planning Committees
- Develop a Policy for Council Consideration Regarding Acquisition of Open Space

Commissioner Bortoli requested that the Commission revisit the Sports Complex North Field Configuration. It was explained direction would need to come from the City Council since they had approved the plan.

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

Randy Schwartz
Interim Parks and Recreation Director